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# ***2005 Team Nutrition Training Grants***

## **REQUEST FOR APPLICATIONS** **CFDA # 10.574**

***Application Deadline: April 18, 2005***

***Letter of Intent is due March 11, 2005***



**U.S. Department of Agriculture**  
**Food and Nutrition Service**

This application package is available on-line at [www.fns.usda.gov/tn/Grants/2005app.html](http://www.fns.usda.gov/tn/Grants/2005app.html)

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## Tips for Applications

### A. Before You Begin

Read this application package carefully and make sure you follow all of the instructions.

### B. Preparing Your Application

- ✍ Be thorough in your technical proposal. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- ✍ Organize your application according to the selection criteria and respond comprehensively.
- ✍ Make sure your budget narrative provides enough detail about planned expenditures so reviewers can easily determine how the funds will be spent.
- ✍ Link your planned expenditures to the goals and objectives of your program, and make sure you demonstrate that proposed expenditures are necessary to carry out your project and activities. DO NOT request funds for miscellaneous purposes.

### C. Submitting Your Application

- ✍ Make sure all required forms are included and signed by an authorized representative of your organization.
- ✍ Make sure that your application complies with the following page limitations:
  - ✍ The proposal summary: one-page;
  - ✍ The technical proposal: up to 18 pages;
  - ✍ The budget narrative: up to 3 pages; and
  - ✍ The appendices: up to 15 pages.
- ✍ Make sure that letters of commitment from the Project Director, key staff and their supervisors, and partners (if applicable) are included in the appendices.
- ✍ Your application must be **received** by FNS by the deadline date.

## 2005 Team Nutrition Training Grant

### I. Overview

For Fiscal Year 2005, the Team Nutrition (TN) Training Grants is authorized at \$4 million in funding by Public Law 108-447, the Consolidated Appropriations Act of 2005. These grants are to assist State agencies (SA) in achieving the TN goal of improving children's lifelong eating and physical activity habits using the most current *Dietary Guidelines for Americans*.

#### Critical Dates

March 11, 2005	Intent to Submit an Application is due to FNS (see Attachment A)
April 18, 2005	Applications are due to FNS
July 2005	TN Training Grants Awards will be announced at SNA annual meeting
September 30, 2005	TN Training Grants will be in place and funds available

#### Who May Apply

State Agencies that administer the National School Lunch Program (NSLP) and/or the Child and Adult Care Food Program (CACFP) may apply for a TN Training Grant. However, only **one** application per State may be submitted. States may:

- ✍ Apply individually; or
- ✍ Apply as a coalition *within* their State if there is an alternate State agency (SA); or
- ✍ Establish a network and apply as a coalition of 2 or more *different* States.

#### Funding and Duration of Grants

Up to \$4 million is anticipated in Fiscal Year 2005 for TN Training Grants. Through a competitive grants process, TN Training Grants will be funded for the period September 30, 2005- September 30, 2007. Funding will range from:

- A minimum of \$50,000 up to \$200,000 for an individual State or a coalition within a State;
- Up to \$350,000 for a coalition of 2 different States.
- Up to \$500,000 for a coalition of at least 3 or more different States.
- Up to \$100,000 for a novice State (see description below).

Any application exceeding these categorical funding limitations will not be considered. The submission of an application does NOT guarantee funding.

Funding for approved TN Training Grants will be provided through the Grant Award/Letter of Credit process, in the same manner as other Federal funds, upon receipt of a properly executed Federal-State TN Training Grant Agreement and subject to availability of funding. All TN Training Grant funds must be obligated and all activities under the TN Training Grant must be completed by September 30, 2007.

### Novice Applicants

Within the \$4 million funding, up to \$300,000 will be reserved for grants to novice States submitting high-quality applications. Novice applicants are those that have not received a grant in the past 3 fiscal years. Applications submitted by these SAs will be read, scored, ranked, and considered for funding separately from applications submitted by non-novice SAs. The maximum award for a novice application will be \$100,000. If this amount is exceeded, novice States' applications will be moved to the pool of applications submitted by non-novice States.

### Application Due Date

The completed application package must **be received** by FNS at the address listed below on or before **5:00 PM Eastern Daylight Time (EDT) on April 18, 2005**.

### Submit Application

1. Submit application by hand delivery or by mail.  
We advise that you meet the deadline by delivering the application or by mailing it sufficiently in advance of the deadline to ensure its timely receipt.
2. Submit application by [www.grants.gov](http://www.grants.gov)  
[www.grants.gov](http://www.grants.gov) is a new government-wide website designed for electronic submission of applications/proposals. We advise that you allow ample time to familiarize yourself with the system's requirements. You will need both a Data Universal Number (DUNS) and a Contract Registry Number (CCR) to access the system. You can contact Dun and Bradstreet at 1-800-234-3867 to obtain a DUNS number if you do not have one already. All applicants that opt to submit their application/proposal via [www.grants.gov](http://www.grants.gov) must send an email to Suzanne Pastura, Grants Officer, at [Suzanne.pastura@fns.usda.gov](mailto:Suzanne.pastura@fns.usda.gov), advising that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 p.m. Eastern Daylight Time on the application due date. Please be aware that the grants.gov system provides several confirmation notices, you need to be sure that you have confirmation that the application was **accepted**.
3. For mailed or delivered applications, one original and two copies must be submitted. The original copy must be ready for copying (i.e. single-sided, unstapled, unbound and on 8 ½ x 11 paper). If you opt to mail your application we strongly suggest using a mail delivery service that guarantees delivery and allows you to track delivery to FNS. Also, FNS will not accept faxed or e-mailed applications.
4. Late applications will not be considered in this competition. We will not consider additions or revisions to applications once they are received.
5. Submit applications for States agencies applying as a coalition in a single envelope or packet.
6. If choosing to mail your application to FNS, it should be mailed to:

Suzanne Pastura, Grants Officer  
Food and Nutrition Services, USDA  
Grants Management Division  
Team Nutrition Training Grants  
3101 Park Center Drive, Room 738  
Alexandria, VA 22302

All questions regarding the application should be referred to Suzanne Pastura via e-mail at [Suzanne.pastura@fns.usda.gov](mailto:Suzanne.pastura@fns.usda.gov).

### **Generic Applications**

An application under this grant must address the specific needs of the population that the applicant proposes to serve and activities must be designed to meet those needs. As a result, we strongly discourage applicants from using “generic” applications or proposals that do not address the identified needs of targeted audiences or that fail to provide a clear plan that would improve children’s lifelong eating and physical activity habits using one or more of the TN implementation strategies.

### **Grantee Meeting**

All applicants must include in their budget the costs for two key project staff to attend one grantee meeting (a 2-day meeting in Alexandria, VA) in May 2006 (this is a tentative date). The purpose of the Grantee meeting is to allow grantee States to share their plans/projects approved under the TN Training Grants; share their past successes, discuss barriers encountered and seek solutions from peer grantee States. Technical assistance on grant administrative requirements and cost principles will also be provided during the meeting.

### **Terms and Conditions of Award**

Terms and conditions of Award for the TN Training Grant are listed in Attachment B.

## **II. Information and Grant Requirements**

### **A. Background and USDA’s Support for TN**

This background information on TN is provided to assist SAs in developing a grant proposal whose goals, objectives and activities are structured to implement one or more of the TN strategies, using one or more of TN’s six communication channels.

#### **ABOUT TEAM NUTRITION**

Team Nutrition is an integrated, behavior-based, comprehensive plan for promoting the nutritional health of children participating in Child Nutrition Programs nationwide.

The goal of TN is to improve children’s lifelong eating and physical activity habits by using the principles of the most current *Dietary Guidelines for Americans* and the USDA Food Guide System.

## HOW DOES TEAM NUTRITION WORK?

Team Nutrition uses three behavior-oriented strategies:

1. Provide **training and technical assistance** for Child Nutrition Programs foodservice professionals to help them:
  - ✍ Plan and prepare healthy meals that look good, meet nutrition standards, and appeal to ethnic and cultural taste preferences.
  - ✍ Link school meal programs with other educational initiatives and use the school dining room as a learning center.
  - ✍ Practice sound financial accountability in Child Nutrition Program operations.

USDA has recently developed resources to support these efforts such as the *Fruits and Vegetables Galore*, *Menu Planner for Healthy School Meals*, the *Food Buying Guide*, and many more. For more resources, see TN's website at [www.fns.usda.gov/tn/Resources/index.htm](http://www.fns.usda.gov/tn/Resources/index.htm)

2. Provide multifaceted, integrated **nutrition education** for children and their parents, as well as the adults who care for them and influence their behavior:
  - ✍ Deliver consistent TN messages of healthy eating and being physically active,
  - ✍ Reinforce the messages through *six communication channels*: foodservice initiatives, classroom activities, school-wide events, home activities, community programs and events, and media events and coverage.

USDA has recently developed nutrition education materials such as *the Power of Choice: Helping Youth Make Healthy Eating and Fitness Decisions* [www.fns.usda.gov/tn/Resources/power\\_of\\_choice.html](http://www.fns.usda.gov/tn/Resources/power_of_choice.html) and *Nibbles for Health* [www.fns.usda.gov/tn/Resources/nibbles.html](http://www.fns.usda.gov/tn/Resources/nibbles.html). For more resources developed for nutrition educators, see TN's website at [www.fns.usda.gov/tn/Educators/index.htm](http://www.fns.usda.gov/tn/Educators/index.htm)

3. Build **school and community support**:

- ✍ Adopt and implement school policies that promote healthy eating and physical activity.
- ✍ Provide resources to help schools achieve success.
- ✍ Foster a school and community environment that supports healthy eating and physical activity.

USDA developed *Changing the Scene: Improving the School Nutrition Environment – A Guide to Local Action* as a resource ([www.fns.usda.gov/tn/Healthy/changing.html](http://www.fns.usda.gov/tn/Healthy/changing.html)) to support this strategy. It guides schools and communities in creating a healthy school nutrition environment. *Team Nutrition – Getting it Started and Keeping it Going: A Guide for Team Nutrition Leaders* introduces new TN schools to a variety of TN resources and emphasizes delivering healthy eating and physical activity information through six communication channels. Information regarding USDA's HealthierUS School Challenge: Recognizing Nutrition Excellence in Schools can be found at <http://www.fns.usda.gov/tn/HealthierUS/index.htm>.

## B. 2005 Grant Proposal Elements

All applications submitted must describe a plan that would improve children's lifelong eating and physical activity habits using one or more of the TN implementation strategies described above.

All applications must address three or more of the following elements (novice application must address one or more of the following elements) and a commitment of at least **50% of time** (33% for novice application) from the proposed project director is required.

- ✍ Assist Local Educational Agencies (LEA) to establish nutrition and physical activity policies that are designed to promote student wellness and to involve parents, students, and representatives of the School Food Authority, the school board, school administrators, and the public in development of the nutrition and physical activity policies.
- ✍ Assist local schools to take the HealthierUS School Challenge.
- ✍ Develop strategies for parents, teachers, school administrators, students, foodservice professionals, and community volunteers to serve as role models in practicing healthy eating and being physically active - both in schools and at home.
- ✍ Establish a training system (i.e. a training mechanism that can deliver nutrition and food preparation, communication, and marketing information to local foodservice staff on an on-going basis) for foodservice staff in Child Nutrition programs.
- ✍ Offer mini-grants to local schools and/or school districts for them to conduct various nutrition education and physical activities that reinforce the TN messages through foodservice initiatives, classroom activities, school-wide events, home activities, community programs and events, and media coverage.
- ✍ Collaborate or partner with existing State and local agencies and organizations that have programs and initiatives addressing issues of child nutrition to promote healthy eating and physical activity.

Examples of programs, initiatives and partners for collaboration - while not inclusive - are listed below:

- Coordinated School Health Program and local school health council;
- 5-A-Day for Better Health Program/Campaign, for eating more fruits and vegetables;
- Kids Walk to School Program ([www.cdc.gov/nccdphp/dnpa/kidswalk/index.htm](http://www.cdc.gov/nccdphp/dnpa/kidswalk/index.htm)), a community-based program to create an environment that is supportive of walking to school safely;
- The President's Active Lifestyle Award Program of the President's Council on Physical Fitness and Sports ([www.fitness.gov](http://www.fitness.gov)), recognizing youth, parents, teachers, community leaders and schools in promoting an active lifestyle;



- Action for Healthy Kids State Network teams for creating a healthy school environment;
- State Nutrition Network or Coalition comprised of other FNS nutrition education initiatives, such as the Food Stamp and WIC programs; and
- Existing State and local organizations or networks that promote healthy eating and physical activities for students.

### C. Grant Impact Assessment

As part of the grant application, all applicants must describe and implement an assessment plan (not a research project) capable of demonstrating the impact the grant funds are expected to have on target populations and relevant project objectives. Applicants must describe what will be the basis for judging proposed projects and activities to be successful as a result of the grant funding. For example, by the end of the grant period, the number of schools that established nutrition and physical activity policies has increased; participating schools' student participation rate in the NSLP, SBP have increased; participating schools have increased their purchase of and have offered more vegetables and fruits in menus, etc.

### D. Existing Materials

USDA has developed a variety of materials to support TN efforts. It is preferable to use or adapt existing materials whenever possible rather than developing new materials. The 2005 Team Nutrition Action Plan is available on the TN website [www.fns.usda.gov/tn/actionplan/index.htm](http://www.fns.usda.gov/tn/actionplan/index.htm) so SAs can identify material development planned by USDA and, thereby, avoid duplicative efforts. Proposals should address the SA's efforts of effective use of the existing TN materials.

### E. Use of Funding

All costs are subject to allowability, allocability and reasonableness consideration in accordance with OMB Circular A-87; and A-21, and A-122 where appropriate.

Allowable use of funds includes:

#### ✎ **Implementation of one or more of TN's three behavior-oriented strategies through one or more of the six TN communication channels**

- Deliver/promote State conducted training for foodservice personnel, TN school leaders, teachers, and/or school decision-makers
- Provide train-the-trainer workshops
- Establish an instructors' network for State-wide training
- Conduct grant impact assessment (shall not exceed 10% of the TN Training Grant)

#### ✎ **Local TN Training Grants**

- All mini-grants must follow the "Guidance for Interpreting Cost Principles of Mini-Grants" (see Attachment C).

✍ **Education and Training, including expenses for:**

- Tuition for trainees
- Cost for trainers
- Travel reimbursement (reimbursement may only be paid for travel expenses in accordance with the Federal Travel Regulations 41 CFR 301 and shall not exceed the lesser of State or Federal maximum per diem rates).

✍ **Personnel Costs**

- Percentage of salary and benefits for the project director and key staff (must be equal to their time spent on the grant).
- Contracted employees salaries (must be equal to their time spent on the grant).
- Pay for substitute teachers and/or foodservice staff to attend training.

✍ **Materials/Resource and Other Supplies**

- While USDA prefers that States use USDA-developed materials, a portion of grant funds may be used for justified development of needed materials when: 1) no existing materials are available; 2) materials have potential as a national resource; or 3) materials require translation into other languages.<sup>1</sup> Examples include development of an integrated nutrition curriculum that meets the State's learning standards for appropriate grade levels, and compilation of the best practices of TN activities and/or innovative ideas of delivering nutrition messages through multiple communication channels.
- Purchase of nutrition education materials. A list of materials should be included in the proposal.
- Printing, duplication and dissemination of existing materials.
- Coordination with existing resource centers and libraries, such as Food and Nutrition Information Center (FNIC), or State TN websites.

✍ **Technology to Deliver Training**

- Procurement of hardware and /or software for the purpose of conducting training on one or more of TN's behavior-oriented strategies (shall not exceed 10% of the TN Training Grant).

### III. Selection Criteria

All applications that meet the published deadline for submission will be screened for completeness and conformity to the requirements of this announcement. Only applications meeting the screening requirements will be reviewed competitively and scored against the technical evaluation criteria outlined below. A review panel composed of USDA and other federal agency experts in nutrition, nutrition education and foodservice will convene to determine the technical merit of each grant application and provide a numerical score.

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<sup>1</sup> Any materials developed with TN Grant funds should be submitted in electronic format and be subject to other requirements specified in the Grant Agreement.

## **A. Technical Evaluation Criteria**

The following criteria will be used to evaluate each application. The maximum score for all combined criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

### **1. Need for project (20 points)**

In determining the need for the proposed project, the following factors will be considered:

- a) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project;
- b) The extent to which specific gaps or weaknesses in services, infrastructure or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps and weaknesses.

(Note: Under this criterion, the review panel members will be looking for the need for providing training to food service staff, gaps and weaknesses in meeting nutrition standards of school meals and other foods served or sold on school campus; gaps and weaknesses in providing students with nutrition education and daily physical activities, etc.)

### **2. Significance (20 points)**

In determining the significance of the proposed project, the following factors will be considered:

- a) The likelihood that the proposed project will result in system change or improvement;
- b) The extent to which the proposed project is likely to build State or local school districts' capacity to provide, improve, or expand services that address the needs of the targeted population;
- c) The importance or magnitude of the results or outcomes likely to be attained by the proposed project such as, increased number of schools obtaining the HealthierUS School Challenge Certification, increased participation in the child nutrition programs (Average Daily Participation), increased number of schools adopting a nutrition and physical activity policy, etc.
- d) The likelihood of any aspects of the proposed projects and training that could be transferable to other States.

(Note: Under this criterion, the review panel members will be looking at the applicant's approach to an integrated set of planned, sequential strategies and activities designed to help students make healthy eating choices and be physically active, to promote professional development for school foodservice staff and teachers, and to collaborate/partner with existing State and local agencies and organizations that have programs and initiatives addressing issues of child nutrition to promote healthy eating and physical activity.)

### **3. Quality of the project design (25 points)**

In determining the quality of the project design, the following factors will be considered:

- a) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the grant period;

- b) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practices;
- c) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
- d) The extent to which three or more of the 2005 Grant Proposal Elements (see p.8) are addressed.

(Note: Under this criterion, the review panel members will be looking at the quality of the applicant's plan to help students make progress toward eating healthy and being physically active; and/or to improve the foodservice staff's ability to prepare, serve and market healthy meals; and/or to create an overall healthy school nutrition environment.)

#### **4. Quality of the grant impact assessment (10 points)**

In determining the quality of the project evaluation, the following factor will be considered:

The extent to which the methods of the grant impact assessment include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible (not conducting research projects).

(Note: Under this criterion, the review panel members will be looking at the assessment plan that will be used to prove the successful impact of the TN Grants in creating healthy school environments and promoting healthy eating and an active lifestyle.)

#### **5. Quality of the management plan (10 points)**

In determining the quality of the management plan, the following factors will be considered:

- a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly identified project director and key project staff, clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- b) Letters of commitment are provided for project director, key staff and their supervisors. Project director's resume or job description must be included.

#### **6. Budget appropriateness (10 points)**

In determining the budget appropriateness, the following factors will be considered:

- a) The extent to which the requested budget demonstrates consistency with project objectives and specific activities planned; budget narrative provides details on how costs were derived and how funds will be spent, by whom, and for what activities.
- b) The extent to which the level of funding requested is economical and reasonable in relation to the proposed scope and effort of the project. Past and future TN grant funds can not be combined.

**7. Presentation (5 points)**

In determining the presentation, the following factor will be considered:

The extent to which the proposal is relatively concise, complete and succinct; is easy to read and understand; contains no grammatical or punctuation errors; and complies with the page limitations.

Review panels are not responsible to read content that is beyond the page limitations.

**B. Determination of Grant Awards**

The panel will provide recommendations for funding to the selecting official. The selecting official will consider panel recommendations and may consider additional factors, such as geographic distribution or specific FNS/USDA priorities, as well as selecting officials' confidence in a prospective grantee's ability to satisfactorily perform grant requirements based on their past performance. USDA reserves the right to not fund an application based on any of the above mentioned factors.

**C. Determination of Award Amounts**

If a SA's application has been selected and approved for funding, is well-justified and the budget submission is realistic and well-supported, the application will be funded at the level requested. USDA reserves the right to fund applications out of ranked order and at a lesser dollar amount if it is judged that the application can be implemented with fewer Federal dollars, or if Federal funding is not sufficient to fully fund all applications that merit awards.

**IV. Application Contents**

It is strongly recommended that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier.

- 1. Cover Sheet.** This is the title page of your application. See Attachment D.
- 2. Table of Contents.** Include a one-page table of contents
- 3. Proposal Summary.** Provide a **one-page** summary that describes the needs to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.
- 4. Technical Proposal.** Applicants must provide narratives that describe the need for the proposed project, including the goals, objectives and activities. The narrative section must address all criteria and all of the factors under each criterion. The narrative must be limited to **18 typed pages**, single-spaced, and printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches. The pages must be numbered. The font size should be no smaller than 12-point type. It is in the best interest of the applicants to ensure that the technical proposal section is easy to read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.

A sample Team Nutrition Training Grant Proposal is in Attachment E.

5. **Budget.** Use the SF 424 and SF 424A forms (see Attachment F) to prepare a complete budget for the project. Provide amounts for all major budget categories.
6. **Budget Narrative.** Applicants should provide a detailed explanation for all funds requested on the Budget Form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative must be limited to **3 typed pages**, single-spaced, printed only on one side, with a one-inch margin. The paper size shall be 8 ½ x 11 inches. The budget narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.
7. **Indirect Cost.** A copy of the SA's negotiated and approved rate must be attached. Please note that the submission of an approved indirect cost rate plan is required only if indirect costs are charged to the TN Grant.
8. **Assurance and Disclosure.** The following forms must be attached (see Attachment F):
  - ✍ Assurances - Non-Construction Programs, SF 424B
  - ✍ Disclosure of Lobbying Activities, SF LLL
9. **Appendices.** This section must include only required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes of the project director and key staff (limit to 2 pages per resume); letters of commitment from project director and key staff, as well as their supervisors; and letters of agreement from partners, collaborators, and/or other State agencies, if applicable, when these partners and collaborators will contribute significant amount of their time and resources. Do not include the budget, the technical proposal or timelines and deliverables in this section. The page limit of the appendices is **15 pages**.

**Other attachments will not be reviewed nor returned to the applicant.**